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ORD-0082-71

25 January 1971

MEMORANDUM FOR: Chairman, Career Service Panel

SUBJECT: Suggestions for Career Development Program

1. A recent Career Service Panel report solicited suggestions to improve the career development of the technical officers in ORD. In this connection three items have occurred to us which we feel will stimulate professional growth within this office. We herewith submit these items for your consideration and possible implementation.

2. First, it is suggested that a directory be established listing the technical areas of interest and expertise of the professional members of ORD's staff. This would serve the purpose of introducing the individual to his colleagues and thereby more clearly demonstrate how he fits into the ORD organization. More importantly, it would allow the individual who has a technical question to more efficiently draw upon the talents of the rest of the staff. Such a directory would provide at least the first step in fostering the informal technical interchange that is so important in professional development.

3. Second, we suggest that the internal publication of technical achievements for circulation within ORD be encouraged. This practice would contribute to the building of informal communication channels as well as disseminating potentially useful information. The vehicle of formal documentation also provides a platform for the presentation of one's work and thereby provides an incentive to sharpen his technical competency.

4. And finally, an old subject with which ORD has not yet come to grips is that of regular technical seminars. It is suggested that short presentations (an hour or so in length) be held at regular intervals (bi-weekly or monthly). They should deal briefly with technical efforts within ORD and explicitly relate these efforts to Agency requirements. The topics could span the spectrum of ORD's technical interests.

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25X1 5. The above suggestions are made with the sincere belief that they will augment the professional growth of those who would take advantage of the opportunities they provide. The ideas are admittedly not new, but at the same time they have not been successfully implemented anywhere in the Agency. The "Engineering Systems Analysis Course" organized by [redacted] is an example of the kind of interchange we are trying to foster. We hope that the foundation laid by that sequence of lectures can be expanded, implementing the above suggestions as well as others that might be forthcoming.

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